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July 5, 2023

Mr. Nathan Ochsner, Clerk of Court
P. O. Box 61010
Houston, TX 77208

Re: Carolos Gooden v. The University of Houston System and The University of Houston
Downtown, Civil Action No. 4:23-cv-01987 in the U.S.D.C., S.D. of Texas, Houston
Division

Dear Mr. Ochsner:

Please take notice that I will be out of the office on vacation August 16–29, 2023. I respectfully request that no trials, hearings, depositions, nor any other activity requiring my presence be scheduled during this time or that any matters requiring a written response or court filing take place during this time-period.

Thank you for your consideration in this matter.

Regards,

/s/ Jason T. Contreras
JASON CONTRERAS
Assistant Attorney General
General Litigation Division

cc: Melissa Moore, Plaintiff's Counsel